

PROF 2000

Reference Manual



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General Information Regarding PROF

PROF 2000

PROF 2000 is a software tool that supports the Indiana Essential Skills and Technical Proficiencies Initiative (IESTPI) and the Indiana Certificates of Technical Achievement (CTAs). It was designed for scenario development and student data management through the joint efforts of the Indiana Department of Workforce Development, Vocational-Technical Education Consortium of States (V-TECS), and Indiana Business Modernization and Technology Corporation, Inc. (BMT).

For more information about the Indiana Essential Skills and Technical Proficiencies Initiative or the Indiana Certificates of Technical Achievement, please visit the Indiana Technical Education Internet site at:
<http://www.in.gov/dwd/teched/>.

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Frank O'Bannon, Governor
Joseph E. Kernan, Lt. Governor
Craig E. Hartzer, Commissioner

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PROF 2000 Reference Manual

The PROF 2000 Reference Manual is designed to assist users in navigating through the PROF 2000 software. The manual has two sections: (1) Getting Started in PROF 2000 and (2) Screen Instructions. Getting Started in PROF 2000 provides step-by-step instructions for those new to PROF 2000 and the Indiana Essential Skills and Technical Proficiencies Initiative. The Screen Instructions are based on the main menu of the software and proceed through the five tasks listed on the main menu.

For assistance using PROF 2000, contact your technical assistance facilitator.

GETTING STARTED WITH PROF 2000

Downloading PROF 2000 from the Internet

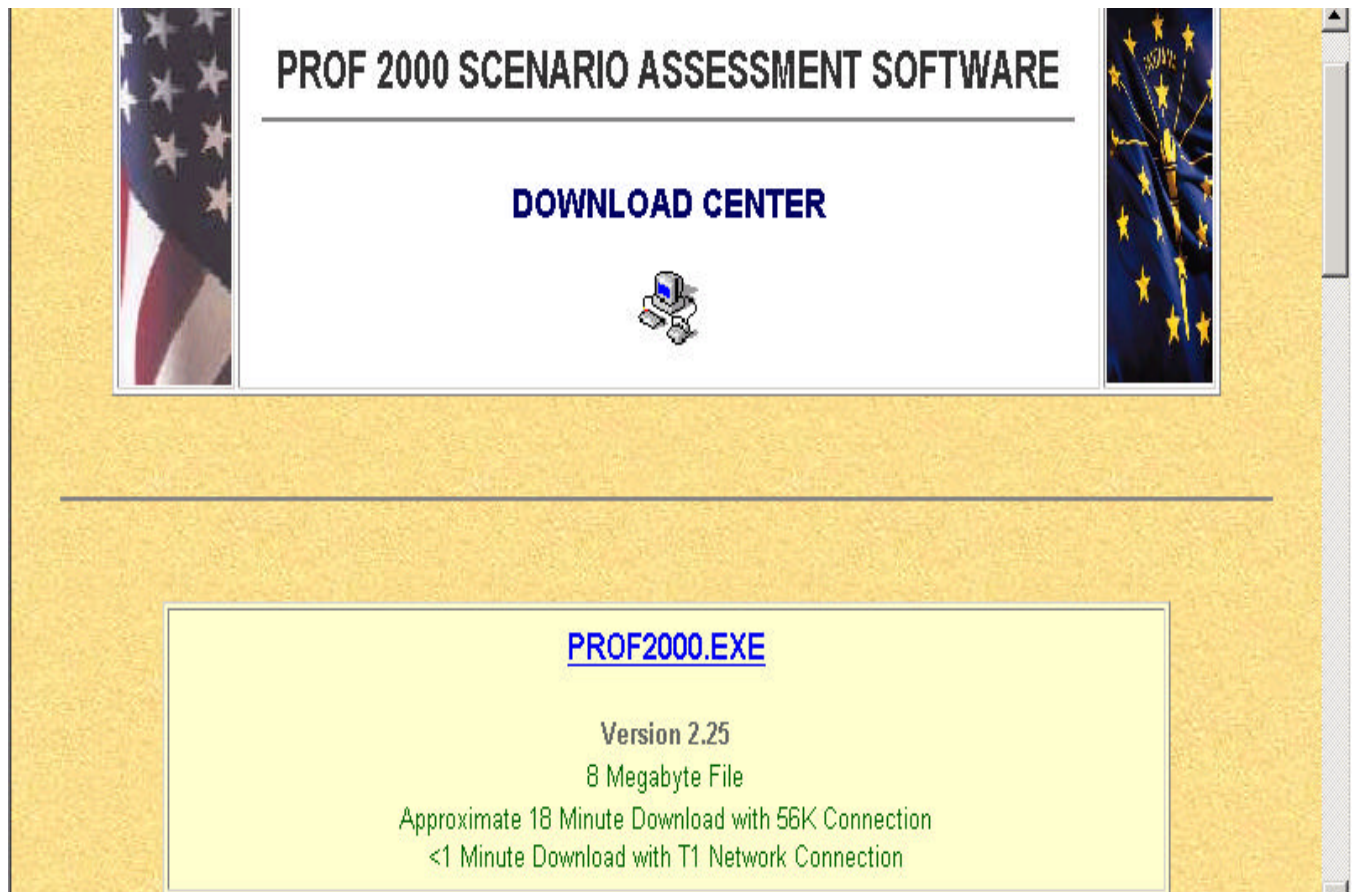
1. Go to www.in.gov/dwd/teched/programs.
2. Click on **2. PROF 2000 Scenario Assessment Software – Download Center**

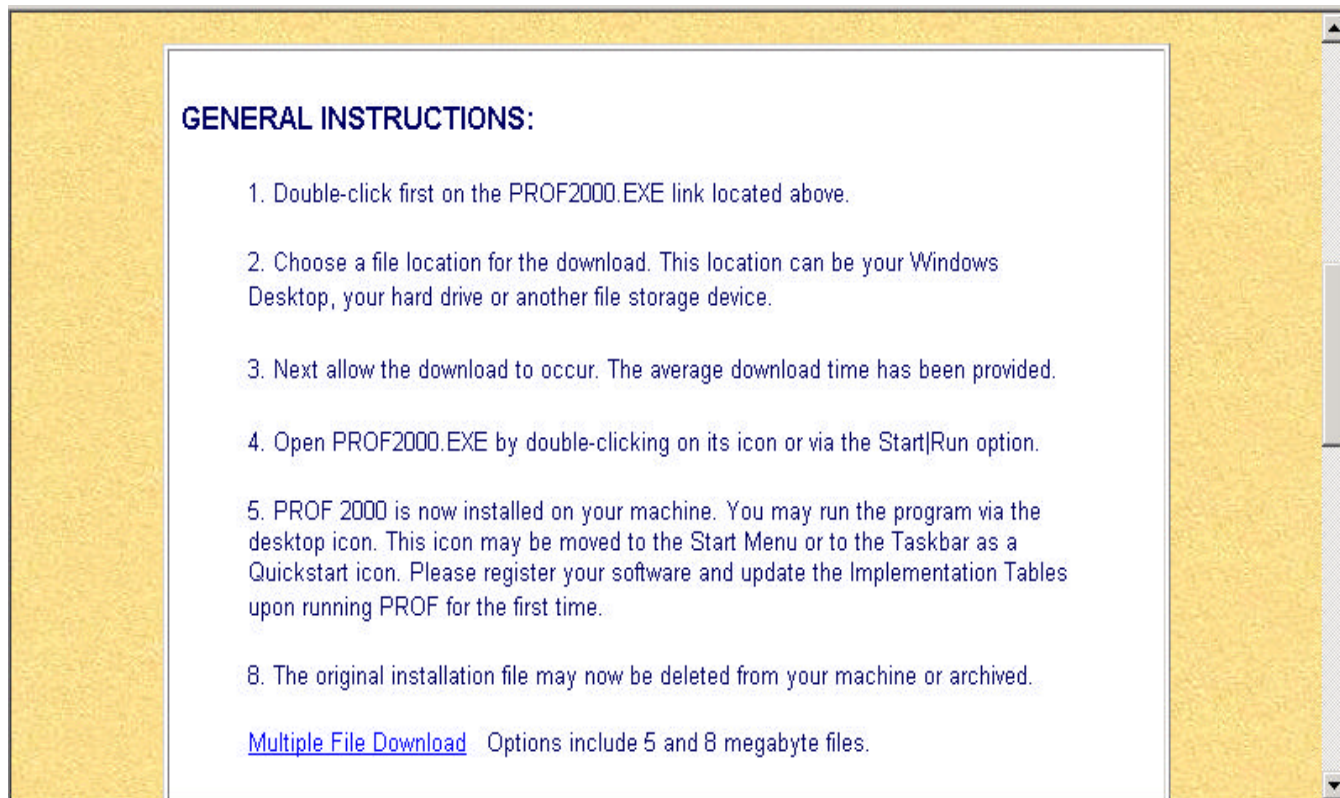


3. You will be asked for a user name and password. Enter user name: PROF2K
 4. Enter password: cardinal
- NOTE: Both the user name and password are case sensitive.

NOTE: If you use the address www.in.gov/dwd/teched/ you will be at the Technical Education Main Menu. From the Main Menu screen click on “Initiatives For Students And The Hoosier Workforce” at the left side of the screen and this will take you to the above screen.

Click on **PROF 2000.EXE** to begin download. There are instructions on how to download and systems requirements available by simply scrolling down on the screen as seen below.





NOTE: PROF 2000 includes a sample student, sample scenario, and a sample student assessment.

The resources on the IESTPI website work best when the following resources are installed and used on your computer. Use the web addresses to download them at no cost.

Netscape Communicator (Internet browser for downloading PROF 2000)
www.home.netscape.com

Adobe Acrobat Reader (document reader for forms)
www.state.in.us/dwd/teched/

Installing PROF 2000 from a CD

1. Obtain the PROF 2000 CD by contacting your facilitator.
 2. Insert the PROF 2000 CD into the CD drive.
 3. Wait for the installation program to begin running.
 4. Follow the set-up instructions on the screen.
 5. A PROF 2000 icon will be automatically added to your desktop.
- To begin working in PROF 2000, double-click the PROF 2000 icon.

Overview to Using PROF 2000

General Steps to Use PROF

1. Double click on the PROF 2000 icon located on your desktop.
2. Register as a PROF 2000 user.
3. Enter student/trainee data. Select Student/Trainee Data on the main menu.
4. Select Indiana Scenario Bank on the main menu. Download bank scenarios from the Internet.
5. Register all bank scenarios you want to use to assess students.
6. Assess students. Select Generate Assessment on the main menu.
7. Nominate students for CTAs.

For specific information on how to complete the steps above, refer to the Screen Instructions section.

PROF 2000 Navigation



HOME: This button will take the user to the main menu and save data entered.



CANCEL: This button will cancel the current tasks being performed and will return the user to the main menu. Data entered will not be saved.



FORWARD: This button will take the user to the next page or step. In some cases, it is used to select an item from a list.



BACK: This button will take the user to the previous page or step. Data entered will be saved.

SCREEN INSTRUCTIONS

Registration Screen

User Registration Screen

PROF 2000 User Registration

Thank you for downloading and installing PROF 2000. Please take a few moments to register your user information. Your site information should also be selected from the options provided. If you have recently attended an orientation workshop or if you are installing the software for out-of-state preview purposes, please select the Workshop/Pre certification Site Code option. Once the form is completed, you may submit your information via the Internet, fax, or mail.

Select Implementation Site

Implementation Tables Source Directory
A:
Update Implementation Tables

Name

Home Address

City State Zip

Telephone

E-mail

Employer

Address

City State Zip

Phone

Fax

County

Subject Areas of Instruction or Job Title

Internet Accessibility (check all that apply)

Where will you be using the PROF software? ☐ Office Computer ☐ Home Computer

Where do you have Internet access? ☐ Office ☐ Home ☐ Technology Administrator

Does your school or employer restrict file downloads from the Internet? ☒ N

Print Registration Form for Mail / Fax Registration

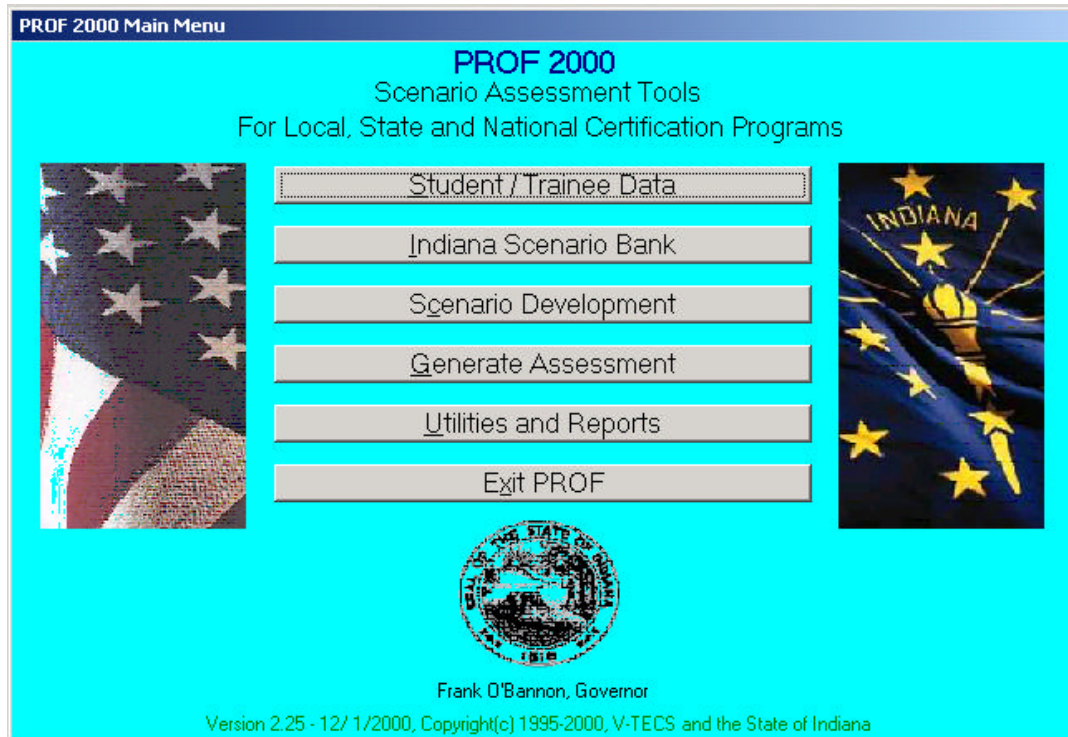
Register PROF via Internet Connection

The PROF 2000 system requires you to register as a PROF 2000 user the first time you use the system after installation. Once you have registered as a user, the registration screen will no longer appear when you enter the program. To register as a user, click on the **Select Implementation Site** button and select your school and name. Once you have chosen your school and name, both should appear to the right of the button. If your name does not appear on the list, click on the Update Implementation Tables button or contact your facilitator. You will be asked if you have a live Internet connection. If you do, you will be able to update the tables via the Internet. If not, you will need to obtain a diskette with the tables from your facilitator or use another computer with Internet access. The updated implementation tables contain the names of all who are certified sites. If you have updated the tables and your school and/or name is still not on the list, contact your facilitator for assistance.

Complete the form by filling in the appropriate information; tab from section to section. All boxes must have information in them. If something doesn't apply, enter "None" in the box. If a box is left blank, you will receive a message asking for more information. Once the form is complete, select Print Registration Form for Mail/Fax Registration or Register PROF via Internet Connection. You must be connected to the Internet to register via the Internet. If you did not register via the Internet, then mail or fax your registration to your local facilitator who will then submit your registration.

Once you have registered as a PROF 2000 user, you will go directly into the program. The first screen will be About PROF 2000. Exit the screen by clicking on the "X" in the upper right corner. The *About PROF 2000* screen will appear each time you enter PROF 2000. The screen can be permanently turned off by clicking on the Utilities and Reports button and clicking on the checkmark in the Show Help startup options. The click will remove the checkmark and the *About PROF 2000* screen will no longer show at startup.

Main Menu



The *PROF 2000 Main Menu* is the opening screen of the program.

<u>Student/ Trainee Data</u>	Select this option to enter your students into the system in preparation for conducting assessments on each student.
<u>Indiana Scenario Bank</u>	Select this option to import bank scenarios from the Internet or a diskette.
<u>Scenario Development</u>	Select this option to develop a new scenario, edit an existing scenario, or develop a new scenario based on an existing one.
<u>Generate Assessment</u>	Select this option to conduct assessments on students entered in the system.
<u>Utilities and Reports</u>	Select this option to save/import and save/export files, delete files, re-index files, update implementation site tables, access report options, set and change startup password options, and set default site and evaluator information.
<u>Exit PROF</u>	Select this option to exit the system. This is the only way to exit PROF 2000. Clicking on the “X” in the upper right corner will not exit the user from PROF 2000.

Student/Trainee Data

Student / Trainee Data

Input Name as it Should Appear on Reports and Certificates First Middle / Maiden School Year

Name - Last:

Address:

City State Zip:

Telephone: SSN (Required) Input Without Hyphens

E-Mail: Admin ID

Gender: Race: Alt ID

Birthdate: Age: Class Title:

Program Cluster: CIP:

Comments: THESE COMMENTS WILL NOT PRINT ON REPORTS

 Assessments on File: 6

The *Student/Trainee Data* screen is used to input all student information into the system. The student data must be entered before student assessments are conducted. Tab from field to field.

Last Name (REQUIRED) Enter the individual's last name as it should appear on reports and certificates. This is a required field.

First Name (REQUIRED) Enter the individual's first name as it should appear on reports and certificates. This is a required field.

Middle/Maiden Name Enter the individual's middle or maiden name as it should appear on reports and certificates. This field may be left blank.

School Year Enter the year of enrollment. This data may be inputted several different ways. For example, a student enrolled during the 2000-2001 school year may be indicated with "2000" or "2001" (four digits maximum). This field does not print and is provided for teacher use only.

Address Enter the individual's home street address. This field does not print on reports and is provided for teacher use only.

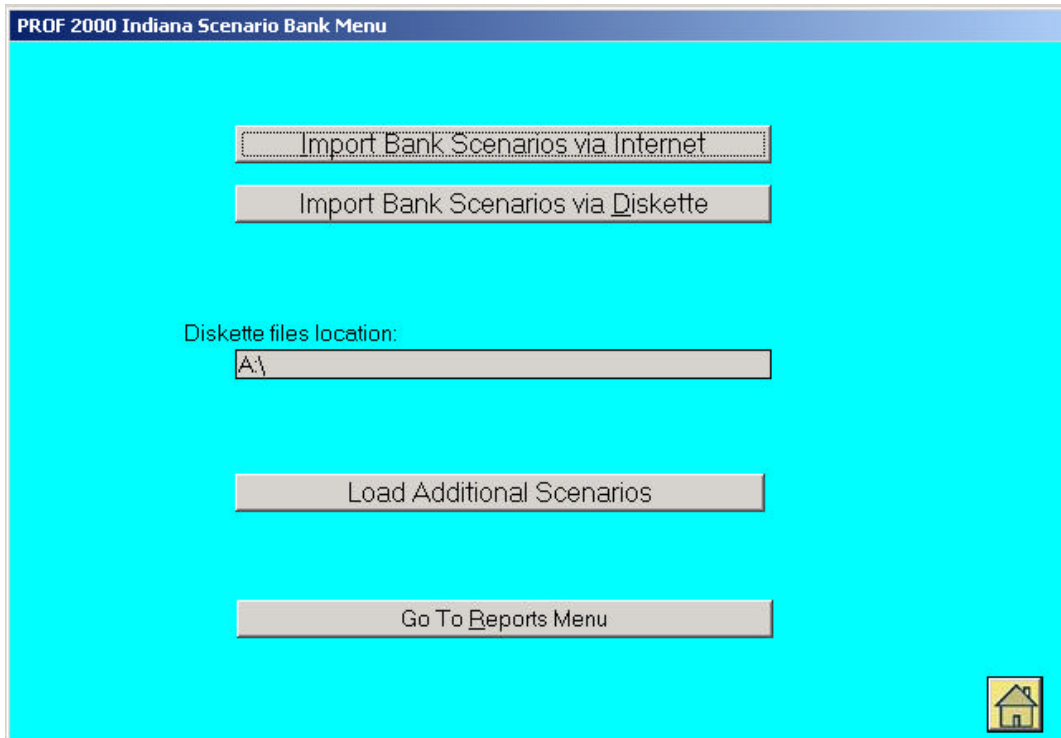
City/State/Zip Enter the information corresponding to individual's home address. These fields do not print and are provided for teacher use only. Zip code is 10 characters in length allowing for zip + 4 with a hyphen.

<u>Telephone</u>	Enter a telephone number where the individual may be reached during non-school or training hours. This field does not print and is provided for teacher use only. Telephone numbers may be entered in any format.
<u>E-Mail</u>	Enter an electronic mail address belonging to the individual or family. This field does not print and is provided for teacher use only.
<u>SSN (PREFERRED)</u>	<p>Enter the individual's Social Security Number as reported on the "Record of Student Enrollment and Completion Status" reported by schools to the Indiana Department of Workforce Development. This field prints only on Form 4-A. Do not put in the hyphens.</p> <p>If you do not have access to the student's social security number, leave this field blank. A random number will be assigned by IESTPI. This number will be reported back to you so that you can use it each time you assess that student.</p>
<u>Admin ID</u>	An ID appears only if the student data has been imported from InTERS (Indiana Technical Education Reporting System). This field is non-editable and will print on all Assessment Reports.
<u>Alt ID</u>	Not currently in use.
<u>Gender</u>	Indicate female (F) or male (M) gender from the drop-down list. This field will not print on reports and may be used at the teacher's discretion for maintaining demographic or gender equity information.
<u>Race</u>	Indicate race as reported on the "Record of Student Enrollment and Completion Status." This field will not print and may be used at the teacher's discretion for maintaining demographic or equity information. Race definitions match those in the federal Perkins legislation for vocational and technical education.
<u>Birth Date</u>	Enter the individual's date of birth. This field accepts two digits for the month and day and four digits for the year of birth. This field will not print on reports. The student's age is calculated automatically from the birth date.
<u>Class Title</u>	Enter the class or program title. This field will not print and may be used at the teacher's discretion for maintaining program data.
<u>Program Cluster</u>	From the drop-down list select the career cluster associated with this student. This field will not print and may be used at the teacher's discretion for maintaining program data. The cluster option selected may be indicative of the training program or of the student's intended career pathway.
<u>CIP</u>	Enter the Classification of Instruction Program (CIP) code used by the school to report enrollment to the Indiana Department of Workforce Development and Indiana Department of Education. This field will not print and may be used at the teacher's discretion for maintaining program data.
<u>Comments</u>	This general comment field is provided for teacher use. These comments will not print on reports.

<u>Review Assessments</u>	Select this option to review the assessments conducted on the student listed in the data fields above. The number of assessments on file for the student appears to the right of this button under <i>Assessments on File</i> .
<u>Previous</u>	Use this option to view the data entered for another student. Students are stored in alphabetical order. Selecting this option will take you backward in the alphabet.
<u>Delete</u>	Select this option to delete a student from the system. After selecting this option you will be asked if you want to delete. Respond accordingly.
<u>Browse</u>	Select this option to see a list of all students entered in the system.
<u>Add New</u>	Select this option to add another student to the system. The student must be added to the system before conducting an assessment on that student.
<u>Next</u>	Use this option to view the data entered for another student. Students are stored in alphabetical order. Selecting this option will take you forward in the alphabet.
<u>Cancel</u>	Select this option to exit the screen and return to the <i>Main Menu</i> . Selecting Cancel at any point in PROF 2000 will cause you to lose data that has not been saved.
<u>Save + Exit</u>	Select this option to save the student data you have entered and exit to the <i>Main Menu</i> .

NOTE: If you exit *Student/Trainee Data* from a blank screen you will have a student "0" in your student database. You can delete this student as described in "Delete" above.

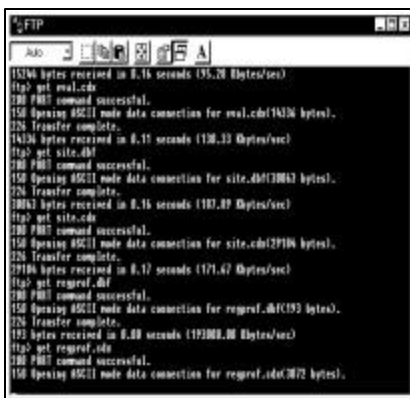
Indiana Scenario Bank



The *PROF 2000 Indiana Scenario Bank Menu* allows you import bank scenarios. As bank scenarios are not automatically downloaded you must download them, using this option, or import them from a disk if you want to use the bank scenarios.

Import Bank Scenarios Via Internet

Select this option to download bank scenarios from the Internet. You must have a live Internet connection to use this option. PROF 2000 will automatically get the files from the appropriate Internet site and load them in your software. When downloading scenarios from the Internet, a black screen with scrolling white text like the one to the left will appear on the computer monitor. The time for download will depend on the Internet connection. When the download is complete a spreadsheet-like screen will appear listing ALL the bank scenarios for all occupational areas. See sample screen follows.



NOTE: The bank scenarios are intended to be used as samples. It is recommended that you work with your business partners to modify them to fit the needs of your local industry.



Select Scenarios, Double Click to Toggle Selections

Se	Title	Occ	Date	Job Title	Company	Status	Site	Eval
▶	Troubleshoot Inoperat	01	03/15/2001	Information Systems	BMT Office Servi	BANK SCENAF	9999	B
	Download, Install, and	01	03/08/2001	MIS Representative	BMT Office Servi	BANK SCENAF	9999	B
	Prepare Summary of L	01	03/08/2001	Administrative Spec	BMT Office Servi	BANK SCENAF	9999	B
	Scan Disks, Remove	01	03/08/2001	PC Coordinator	G. Hopper, Inc.	BANK SCENAF	1404	D
	Troubleshoot Malfunc	01	03/08/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Complete Request for	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	File Items Accurately	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Prepare Items for Ship	01	03/07/2001	Administrative Assis	BMT Office Servi	BANK SCENAF	9999	B
	Prepare Lesson and T	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Research Printer Cart	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Research Printers and	01	03/07/2001	Administrative Spec	BMT Office Servi	BANK SCENAF	9999	B
	Set Up and Properly In	01	03/07/2001	MIS Representative	BMT Office Servi	BANK SCENAF	9999	B
	Use Various Resource	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Work As Part of a Team	01	03/07/2001	Administrative Assis	BMT Office Servi	BANK SCENAF	9999	B
	Work as Part of a Team	01	03/07/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B
	Work as Team Membe	01	03/07/2001	Administrative Assis	BMT Office Servi	BANK SCENAF	9999	B
	*Use Telephone to De	01	02/09/2001	Information Process	BMT Office Servi	BANK SCENAF	9999	B

Occupational Area

Certification Level Restriction:

Table Order

Once the bank scenarios are downloaded, you will select which ones you want to add to your system. To do this click on the drop-down arrow at “Occupational Area” in the lower left corner of the bank scenarios screen (see above screen). Select the appropriate occupational area, i.e. Business/Business Support, Electronics, Health, Metalworking, etc. Only those bank scenarios for the selected occupational area will be displayed on the screen. To select the scenarios you want to use, place the cursor on the title of each scenario and double click. A plus sign (+) will appear to the left of that scenario indicating it has been selected. Do this for each scenario you want to use. If you want to deselect a scenario, do the same thing and the plus sign will disappear. When you have selected all the scenarios you want to use, click on the forward arrow at the lower right of the scenario bank screen. A window will appear indicating how many scenarios you have added or replaced. Click OK.

After you have made your initial selection of which scenarios to use, additional selections should be made through the *Load Additional Scenarios* option. The bank scenarios have already been downloaded, and it is not necessary to do so again. In the future, it is recommended that you check the Internet for additional bank scenarios that may have been added. At that time, you will need to use the *Import Bank Scenarios Via Internet* option since those bank scenarios have not yet been downloaded. The dates of scenarios posted will help determine which scenarios to download in the future.

Import Bank Scenarios
Via Diskette

Select this option to load/import bank scenarios from a diskette. Obtain a diskette from your facilitator. This option can also be used if you are unable to download from the Internet at your school or office. You can download the scenarios at home and save/export them to a diskette. You can then load/import the scenarios from the diskette.

Diskette Files Location

Use this field to direct the system to the location of the diskette from which you are importing the bank scenarios. The default drive is A:/.

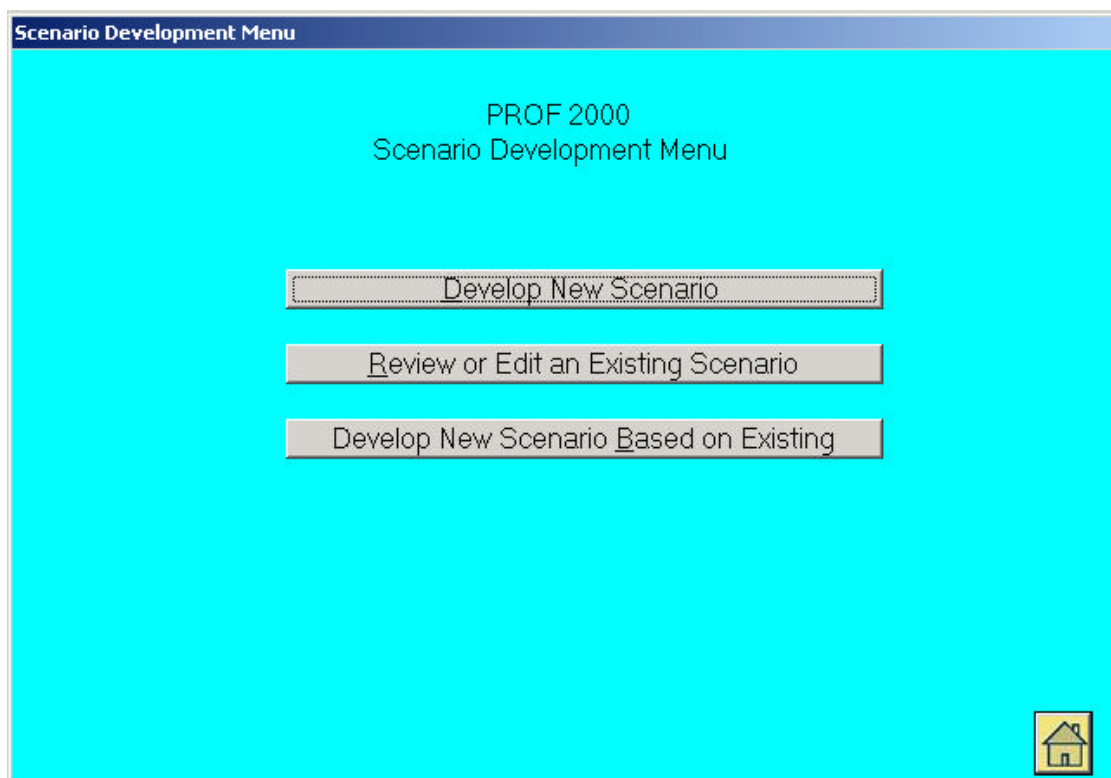
Load Additional
Scenarios

Select this option to add additional scenarios for your use. Because the bank scenarios have already been imported into your system; you will need to use this option and not load/import the entire bank again. It is recommended that you review the bank scenario downloads in the future to import additional scenarios for use. At that point, you would use the *Import Bank Scenarios Via Internet* option.

Go to Reports Menu

Select this option to print the form to register bank scenarios with IESTPI. Scenarios need to be registered before using them to assess students. On the reports menu, print the Scenario Validation and Registration Cover Sheet (Report 1A) for each scenario desired. Supporting documents for the bank scenarios may be requested by contacting your facilitator.

Scenario Development



The *Scenario Development Menu* allows you to develop new or edit existing scenarios.

Develop New Scenario

Select this option to create or input a new scenario you have written. Refer to the **Scenario Development Worksheet** document to guide you through scenario development. See page 17 to begin entering a new scenario.

Review or Edit an Existing Scenario

Select this option to edit a scenario that has not yet been registered with IESTPI. You should select this option to finish developing a scenario that is not yet complete or to review and edit a scenario previously developed but not yet registered. This option may also be used to correct typographical errors and change other minor details of a registered scenario. In this case, the scenario ID will remain the same, and the scenario does not need to be re-registered. See the *Select Scenario to Edit* instructions on page 28.

Develop New Scenario Based on Existing

Select this option to edit a scenario that has already been registered with IESTPI or a bank scenario. This option creates a new scenario and assigns a new PROF ID number to the scenario. Scenarios that have been edited will have to be re-validated by business and industry and re-registered through your local facilitator. See page 31 for more information.

Home

Select this option to return to the main menu.

IMPORTANT: *The first time you edit a scenario you created in a previous version of PROF and imported into PROF 2000, select the Develop New Scenario Based on Existing to assign a new PROF 2000 ID number to the scenario. You will need to re-validate the scenario with your business partners (three industry sign-offs) and re-register the scenario through your local facilitator before conducting student assessments.*

Develop New Scenario

Step One: Input Scenario Summary Information

Scenario Title:

Career Major / Cluster:

Employer:

Employee Job Title:

Scenario Author: Implementation Workshop Participant
Workshop / Precertification Site Code

Certification Level:

Occupational Area:

Scenario Narrative:

Time Allocation for this Scenario: Minutes 07/25/2001

New Scenario

Screen 1 of 7

The *Step One: Input Scenario Summary Information* screen is the first of seven screens that prompt you through the scenario development process. You will be using the **Scenario Development Worksheet** throughout this process to guide you through scenario development so be sure to have it available.

<u>Scenario Title</u>	Enter the title of the scenario.
<u>Career Major/Cluster</u>	From the drop-down menu select the appropriate career major/cluster.
<u>Employer</u>	Enter the name of the fictitious employer you created.
<u>Employee Job Title</u>	Enter the job title for this scenario.
<u>Scenario Author</u>	Your name and location should automatically appear as the default. If it does not or you want to change the author, click “Change Author.” A list of all locations will appear. Select the appropriate location, click on “Select.” The certified sites (individuals) for that location will appear. Click on the appropriate name and click “Select.”
<u>Certification Level</u>	In most cases it will be the “Indiana Certificate of Technical Achievement.” If it is other than this click on the drop-down arrow and select the appropriate level.

Occupational Area

Click on the drop-down arrow and select the appropriate occupational area, i.e. Business/Business Support, Electronics, Health, Metalworking, etc.

Scenario Narrative

Type in the narrative for this scenario.

Time Allocation
for this Scenario

Type in the time allotted to complete this scenario. Select the appropriate unit of time from the drop-down box.

Click on the forward arrow to save this information and go to the next screen in *Develop New Scenario*.

The *Step Two: Development of Technical Skills and Task List Items* screen is the second of seven screens that prompt you through the scenario development process.

Step Two: Development of Technical Skills and Task List Items

***SAMPLE* Revise Document & Prepare Mailing** **BUSINESS / BUSINESS SUPPORT OCCUPATIONS**

Your supervisor has given you an edited rough draft of a document that must be revised and mailed to 25 clients. After you have revised the document and have had it approved by your supervisor, generate mailing labels and prepare the mailing to go out today.

Identify Technical Skills in Chronological Order:
Sorted by Acceptance Inspection, Process Instructions, and Outgoing Inspection

Obtain document and instructions from supervisor to ensure understanding of project requirements.

Use word processing software to revise document.

Print completed document to give to supervisor for approval.

Make copies of approved document to mail to clients.

Use appropriate software to format and print mailing labels.

Use proper techniques to fold documents, insert documents into envelopes, and affix mailing labels.

Follow company guidelines to send outgoing mail.

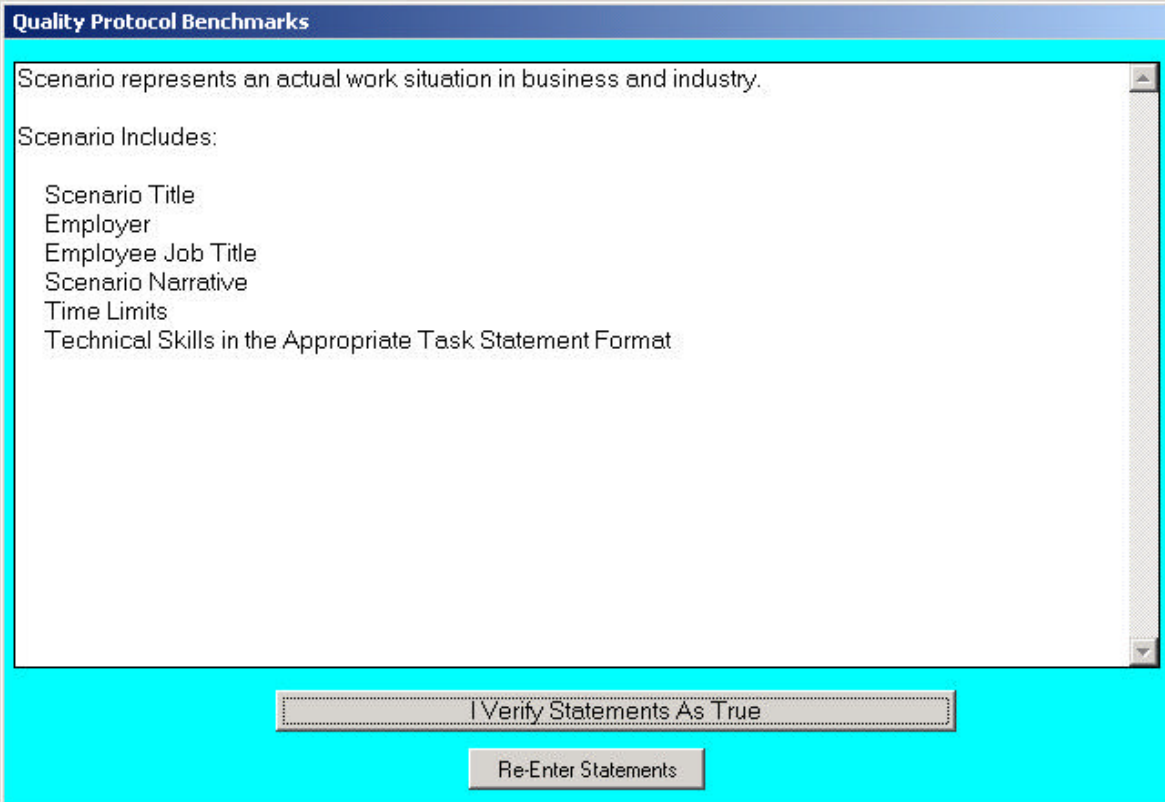
Navigation buttons: Back, Home, Forward. Status: Screen 2 of 7. Button: Select from V-TECS DIRECT Tasks

The box at the top of the screen contains the scenario narrative and can be edited by simply placing the cursor in the box and making the appropriate changes.

The lower box on the screen is for the technical skills that should be put in chronological order. Enter the “Acceptance Inspection” on the first line. Double space and enter the “Process Instructions” putting a single space between each instruction. Double space after the last “Process Instruction.” Enter the “Outgoing Inspection.”

Click on the forward arrow to save and go to the next screen.

NOTE: The following screen is a “boiler plate” screen. You will not make any changes to it. Simply click on “I Verify Statements As True” to move to the next screen.



The image shows a software window titled "Quality Protocol Benchmarks". The window has a blue header bar with the title. Below the header, there is a large text area with a light blue background. The text in this area reads: "Scenario represents an actual work situation in business and industry." followed by "Scenario Includes:" and a list of items: "Scenario Title", "Employer", "Employee Job Title", "Scenario Narrative", "Time Limits", and "Technical Skills in the Appropriate Task Statement Format". At the bottom of the window, there are two buttons: "I Verify Statements As True" and "Re-Enter Statements".

Quality Protocol Benchmarks

Scenario represents an actual work situation in business and industry.

Scenario Includes:

- Scenario Title
- Employer
- Employee Job Title
- Scenario Narrative
- Time Limits
- Technical Skills in the Appropriate Task Statement Format

I Verify Statements As True

Re-Enter Statements

The *Step Three: SCANS and Specific Proficiency Statement Validation* screen is the third of seven screens that prompt you through the scenario development process.

Step Three: SCANS and Specific Proficiency Statement Validation	
SAMPLE Revise Document & Prepare Mailing BUSINESS / BUSINESS SUPPORT OCCUPATIONS	
Select up to 5 SCANS skills and Specific Proficiency Statements:	
1	2E012 Information Acquires and Evaluates Information
Add/Change	
Delete	
2	2F004 Information Organizes and Maintains Information
Add/Change	
Delete	
3	5R001 Technology Selects Technology
Add/Change	
Delete	
4	5S014 Technology Applies Technology to Task
Add/Change	
Delete	
5	
Add/Change	
Delete	

Screen 3 of 7

You may select up to five SCANS skills with corresponding Specific Proficiency Statements (SPS).

To select a SCANS skill, click on the ADD/CHANGE button. From the SCANS skills list that appears, select the appropriate SCANS skill. Click select.

A table displaying the corresponding SPS's will appear. Select the SPS you want by clicking on it. An arrow will appear to the left of that SPS. Go to the very top of the screen and click on "Select." The SCANS and SPS will be displayed as shown above.

To change any SCANS/SPS click on the ADD/CHANGE button and follow the above procedure. To delete a SCANS/SPS click on the "Delete" button. Click on "Yes" in the window that appears asking if you want to delete.

When you have selected all the SCANS/SPS statements you want to use, click on the forward arrow to save and go to the next screen.

The *Step Four: Input Desired Academic Skills* screen is the fourth of seven screens that prompt you through the scenario development process.

Step Four: Input Desired Academic Skills

***SAMPLE* Revise Document & Prepare Mailing** **BUSINESS / BUSINESS SUPPORT OCCUPATIONS**

Your supervisor has given you an edited rough draft of a document that must be revised and mailed to 25 clients. After you have revised the document and have had it approved by your supervisor, generate mailing labels and prepare the mailing to go out today.

Category: Reading

Select from Description Bank

Task Statement Input Box:

Add to Current Selections

Current Selections:

Reading	Proofread revised document to identify any spelling, grammatical or formatting errors.
Reading	Read and interpret editorial and proofreading marks to revise document.
Writing	Produce correctly formatted, error-free mailing labels to affix to envelopes.

Modify Delete Change Order

Screen 4 of 7

The top box on this screen contains the scenario narrative that can be edited on this screen by placing the cursor in the box where the editing is to take place and making the appropriate changes.

The Academic Skills are normally entered and placed in the chronological order in which they will occur during the assessment.

To select a skill, click on the drop-down arrow on the box under “Category.” Click on the appropriate skill.

To use a pre-printed skill description, click on the “Select from Description Bank” box. From the table of skills listed, double click on the skill description of as many skill descriptions that fit. A plus sign (+) appears to each skill selected. To deselect a skill, double click on it. When you have selected all the skill descriptions you want to insert click on the forward arrow. The skill category and selection will appear in the “Current Selections” box.

To write your own skill descriptions, select a skill “Category.” Then place the cursor in the “Task Statement Input Box.” Type in the skill description. When this is complete, click on “Add to Current Selections”. The skill and description will appear in the “Current Selections” box.

Modify Use this button to modify a selection. Click on the skill description you want to modify. Click on the “Modify” button. Change the description as appropriate. Click on “Finish” to put the modified skill description in “Current Selections”.

Delete Use this button to delete a selection. Click on the skill you want to delete then click on “Delete.” Click “Yes” to delete or “No” to cancel deletion.

Change Order Use this button to change the chronological order of the skills. Click “Change Order”. Click on the gray box to the left of the skill you want to change the order. Click and drag to the appropriate order position and release the mouse button. When complete click “Return.”

To go to the next screen click on the forward arrow.

The *Step Five: Desired Employability Skills* screen is the fifth of seven screens that prompt you through the scenario development process.

Step Five: Input Desired Employability Skills

SAMPLE Revise Document & Prepare Mailing

BUSINESS / BUSINESS SUPPORT OCCUPATIONS

Your supervisor has given you an edited rough draft of a document that must be revised and mailed to 25 clients. After you have revised the document and have had it approved by your supervisor, generate mailing labels and prepare the mailing to go out today.

Category:

Responsibility

Select from Description Bank

Task Statement Input Box:

Add to Current Selections

Current Selections:

Responsibility

Follow company guidelines to prepare outgoing mail.

Self-Management

Complete the project within the time allowed to meet the supervisor's requirements.

Modify

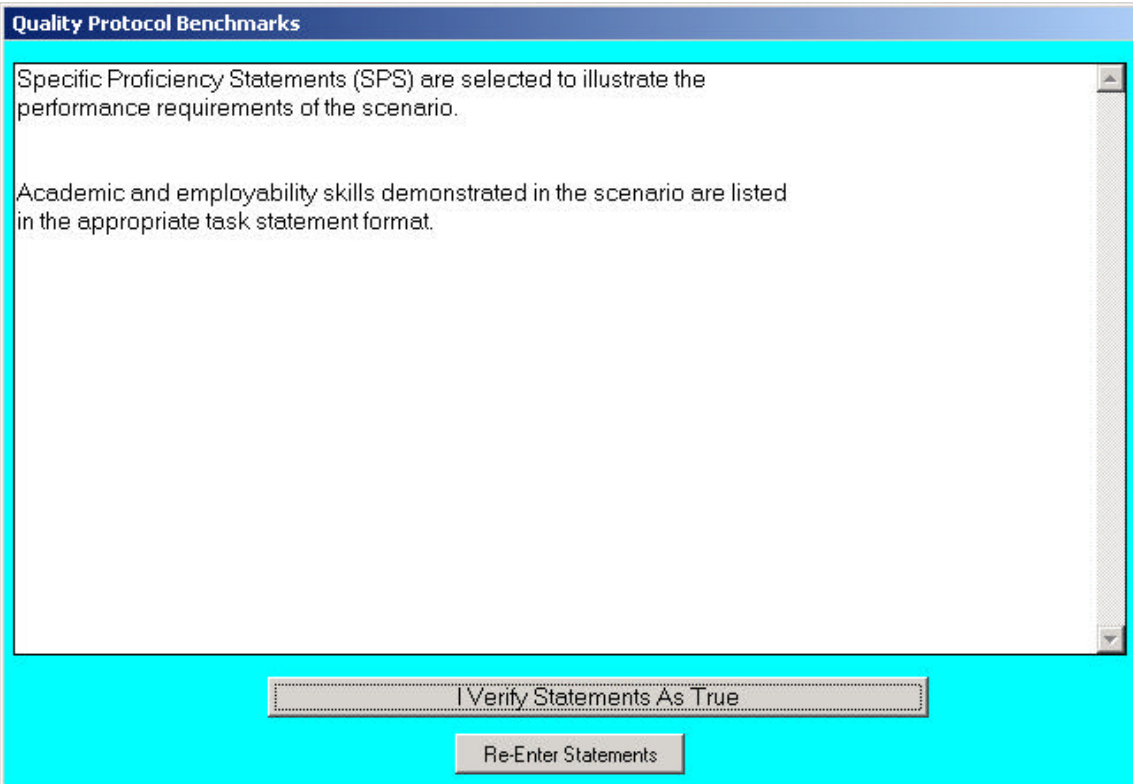
Delete

Change Order

Screen 5 of 7

This screen functions in exactly the same way as the *Input Desired Academic Skills* screen on the previous two pages. Refer to page 22 for instructions on how to use this screen.

***NOTE:** The “Quality Protocol Benchmarks” screen below is another “boiler plate” screen. You will not make any changes to this screen. Click on the “I Verify Statements As True” to go to the next screen.*



The image shows a software window titled "Quality Protocol Benchmarks". The window has a blue header bar with the title. Below the header is a large white text area with a vertical scrollbar on the right. The text in the area reads: "Specific Proficiency Statements (SPS) are selected to illustrate the performance requirements of the scenario." followed by "Academic and employability skills demonstrated in the scenario are listed in the appropriate task statement format." Below the text area, there are two buttons: "I Verify Statements As True" and "Re-Enter Statements".

Quality Protocol Benchmarks

Specific Proficiency Statements (SPS) are selected to illustrate the performance requirements of the scenario.

Academic and employability skills demonstrated in the scenario are listed in the appropriate task statement format.

I Verify Statements As True

Re-Enter Statements

The *Step Six: Develop Assessment Protocol* screen is the sixth of seven screens that prompt you through the scenario development process.

Step Six: Develop Assessment Protocol

***SAMPLE* Revise Document & Prepare Mailing BUSINESS / BUSINESS SUPPORT OCCUPATIONS**

Scenario Environment:

- General office environment
- Supervisor

Machines, Tools, Equipment, Supplies, and Documents:

- Computer with word processing software
- Printer and supplies
- Photocopier and supplies
- Paper
- Envelopes
- Mailing labels

Interactions:

- Obtain document and instructions from supervisor.
- Obtain supervisor's approval of final document.

Criteria for Success:

- Obtain document and instructions from supervisor.
- Make all revisions indicated on edited rough draft of document.
- Create correctly formatted error-free document.
- Obtain supervisor's approval of final document.
- Make high quality copies of final document.

Screen 6 of 7

This screen is to help set-up everything needed for the scenario.

<u>Scenario Environment</u>	Describe the work setting in which the scenario takes place, i.e. general office setting patient room, etc. List all individuals by title (supervisor, customer, patient, etc.) with whom the person being assessed may interact with during the assessment.
-----------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<u>Machines, Tools, Equipment Supplies and Documents</u>	List any and all machines, tools, equipment, supplies, and documents needed by the individual to complete the assessment.
----------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

<u>Interactions</u>	List all interactions with other people that may occur during the assessment. NOTE – Any person with whom an interaction may occur should be listed in the “Scenario Environment” above.
---------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<u>Criteria for Success</u>	NOTE – “Successfully completed all technical, academic, and employability skills” and “Completed in allotted time” are both required for successful completion of all assessments. List any other criteria for successful completion of the assessment.
-----------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The *Step Seven: The Scenario Summary* screen is screen seven of seven in the scenario development sequence. From this page, you can print the **Scenario Validation and Registration Cover Sheet** and the **Detailed Scenario Summary**.

Step Seven: Scenario Summary

Scenario Code: 7777 A 50143180
Scenario Title: *SAMPLE* Revise Document & Prepare Mailing
Employer: BMT Business Services, Inc.
Employee Job Title: Administrative Assistant
Scenario Author: IESTPI Participants (1995 - 2001)
Scenario Bank Authors
Occupational Area: BUSINESS / BUSINESS SUPPORT OCCUPATIONS

Comments: THESE COMMENTS WILL NOT PRINT ON REPORTS

Printed three (3) copies of the Validation and Registration Form on 9-25-00.
This scenario is a sample packaged within the PROF 2000 installation.
You may delete this scenario using the file utility functions.

Date Created: 09/25/2000 Last Update: 07/24/2001

Status: **COMPLETE - UNREGISTERED**

Screen Preview of Detailed Scenario Summary
Print Scenario Validation and Registration Cover Sheet
Print Detailed Scenario Summary

Screen 7 of 7

Comments

Use this to record any comments on the usage of the scenario. This field is for your information only.

Status

Using the arrow to display all options, select the status that best describes the scenario. This field is for your information only. However if you select “Complete – Registered” you will not be able to go back and change anything on this scenario.

Screen Preview

Select this option to preview the pages before printing. You can also print the pages from the *Screen Preview* button.

Print Scenario
Validation and
Registration
Cover Sheet

Select this option to print the form used to obtain business partner validation and register the scenario through your local facilitator. At least three business partner validations are required. Before business partner validation is obtained, follow the steps on the form to obtain facilitator sign-off. Once the facilitator has signed the form, obtain business partner validation. Submit to your local facilitator for registration upon completion of business partner validation.

Print Detailed
Scenario Summary

Select this option to print the complete scenario. This document should be provided to the facilitator and the industry representatives, along with the *Scenario Validation and Registration Cover Sheet*, for review and comment.

Editing a Scenario

The *Step One: Select Scenario to Edit* screen allows you to edit a scenario that has not yet been registered with the IESTPI. This screen is the result of selecting *Review or Edit an Existing Scenario* from the *Scenario Development Menu*.

The screenshot shows a web form titled "Step One: Select Scenario to Edit". The form has a light blue background and a white border. It contains several input fields and buttons. The fields are: "Scenario Title:" with a text box containing "58626168"; "Employer:" with a text box; "Employee Job Title:" with a text box; "Scenario Author:" with a text box containing "Implementation Workshop Participant" and a "Change Author..." button; "Workshop / Precertification Site Code:" with a text box; "Certification Level:" with a dropdown menu showing "Indiana Certificate of Technical Achievement"; "Career Cluster:" with a dropdown menu; "Occupational Area:" with a text box; and "Scenario Narrative:" with a large text area. Below these fields is a "Time Allocation for this Scenario:" section with a numeric input box set to "0" and a "Minutes" dropdown menu. To the right of this is a "Print Detailed Scenario Summary" button. At the bottom of the form are four buttons: "View Previous", "Browse All", "View Next", and "Review or Edit This Scenario". A small house icon is located in the bottom left corner. The footer of the form displays "Date Created 07/24/2001" and "Last Updated 07/24/2001".

Print Detailed Scenario Summary

Select this option to print the entire scenario for review. This option is also used to print the scenario for industry to review for validation and registration with local facilitator.

View Previous

Select this option to view the selected fields on another scenario. This option and the View Next option will scroll you through all the scenarios, one at a time, entered into the system.

Browse All

Select this option to view a list of all scenarios entered into the system. From this list, you can select the scenario you want to review or edit. See next page.

View Next

Select this option to view the selected fields on another scenario. This option and the View Previous option will scroll you through all the scenarios, one at a time, entered into the system.

Edit This Scenario

Select this option to edit this scenario. This selection will prompt you through the scenario development screens and allow you to change the information on the screens.

IMPORTANT: Use *The Parts of a Scenario* and the *Scenario Development Worksheet* documents to guide you through scenario development.

[illegible]

C:\WINDOWS\Desktop\stuff mk3\PROF 2000 Manual.doc
3/1/2002
Page 29 of 47

The *Step One: Select Scenario to Edit* screen will appear and allows you to edit this scenario.

Step One: Select Scenario to Edit

Scenario Title: *SAMPLE* Revise Document & Prepare Mailing 50143180

Employer: BMT Business Services, Inc.

Employee Job Title: Administrative Assistant

Scenario Author: Implementation Workshop Participant [Change Author...](#)

Workshop / Precertification Site Code

Certification Level: Indiana Certificate of Technical Achievement

Career Cluster: Business, Management & Finance


Occupational Area: BUSINESS / BUSINESS SUPPORT OCCUPATIONS

Scenario Narrative:
Your supervisor has given you an edited rough draft of a document that must be revised and mailed to 25 clients. After you have revised the document and have had it approved by your supervisor, generate mailing labels and prepare the mailing to go out today.

Time Allocation for this Scenario: 2 Hour(s) [Print Detailed Scenario Summary](#)

[View Previous](#) [Browse All](#) [View Next](#)

[Review or Edit This Scenario](#)

 Date Created 09/25/2000 Last Updated 07/24/2001

You can edit any of the fields on this screen by placing the cursor in the appropriate field and making the change. See Step One *Input Scenario Summary Information* under *Develop New Scenario*, page 17, for an explanation of all the fields on this screen.

Click *Review or Edit This Scenario* to continue to edit this scenario. This will lead you through all the same screens as in the *Develop New Scenario* section, pages 17 to 27. Refer to the corresponding page/screen in the *Develop New Scenario* section for an explanation of each screen in this section on editing.

To use an existing registered scenario or bank scenario as the basis for a new scenario select *Develop New Scenario Based on Existing* under the *Scenario Development Menu*. When you do this you are creating a new scenario that will be assigned a new PROF ID number and will require industry validation and registration with your local facilitator.

When you select *Develop New Scenario Based on Existing* the screen below will appear which lists all your registered scenarios and bank scenarios you have selected to use.

Click to Select Scenario, Press Forward Button to Continue

Title	Occ	Date	Job Title	Company	Status	Site	Ev	Reg	
Use Catalogs to Select	01	02/01/2001	Purchasing Agent	Blue River Savin	BANK SCENARIO	1B03	B		
Use Catalogs to Select	01	07/25/2001	Purchasing Agent	Blue River Savin		1B03	B		
*Compose and Prepare	01	02/01/2001	Administrative Ass	Bethlehem Stee	BANK SCENARIO	1B03	B		
Compose Memo to Info	01	02/01/2001	Administrative Ass	Bethlehem Stee	BANK SCENARIO	1B03	B		
SAMPLE Revise Docu	01	07/24/2001	Administrative Ass	BMT Business S	COMPLETE - UN	0000	A		
Prepare Items for Shipp	01	03/07/2001	Administrative Ass	BMT Office Servi	BANK SCENARIO	9999	B		
Work As Part of a Team	01	03/07/2001	Administrative Ass	BMT Office Servi	BANK SCENARIO	9999	B		
Work as Team Member	01	03/07/2001	Administrative Ass	BMT Office Servi	BANK SCENARIO	9999	B		
Greet, Assist, and Introd	01	02/08/2001	Administrative Ass	BMT Office Servi	BANK SCENARIO	9999	B		
*Provide Visitors Tour of	01	02/05/2001	Administrative Ass	BMT Office Servi	BANK SCENARIO	9999	B		
Calculate End of Period	01	02/01/2001	Administrative Ass	Banner Corpora	BANK SCENARIO	1B03	B		
Compose & Format Bus	01	11/28/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A	*R*	
Place Phone Call to Pro	01	11/28/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A		
Prepare Work Schedule	01	11/28/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A	*R*	
Type Minutes from Note	01	11/28/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A	*R*	
Create Letterhead with	01	11/06/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A	*R*	
Prepare Letter from Rou	01	11/06/2000	Administrative Ass	BMT Office Servi	BANK SCENARIO	7777	A		

Occupational Area: Status:

Certification Level Restriction: Table Order: Occ x Alpha

To select the scenario you want to use, click on the scenario title. An arrow will appear in the column left of the scenario title. To select that scenario, click on the forward arrow. Click on cancel to cancel.

When you select a scenario, click on the forward arrow; you will go through all the same screens as the *Develop New Scenario* section, pages 17 to 27. Refer to the corresponding pages/screens in the *Develop New Scenario* section.

Assessing a Student or Trainee

The *Assessment Information* screen allows you to print material needed for the student assessment and record the results of the student assessment. This screen is entered by clicking on *Generate Assessment* from the main menu.

Input Assessment Information for Student or Trainee

Student Name:
Select Student

Assessor:
Select Assessor

Assessment Level:

Certification Level:



Assessment Location: ☒ Classroom Assessment ☐ Workplace Assessment

Type of Certificate: ☒ Original Certificate ☐ Certificate Update ☐ Not Known

Select Scenario: *SAMPLE* Revise Document & Prepare Mailing
BUSINESS / BUSINESS SUPPORT OCCUPATIONS

No Assessment on File

Performance Comments: THESE COMMENTS APPEAR ON REPORTS

NOTE: Scenario Registration is Referenced to the Default User Values

Select Student

Select this option to indicate to which student the assessment pertains. An alphabetical list of students appears. Click on the student you want to assess and click "Select."

Select Implementation Site

PROF 2000 automatically defaults to the registered user. Select this option to change the default implementation site if other than the registered user.

Assessment Level

Using the arrow to display all options, select the assessment level that best describes the student's status.

Certificate Level

Using the arrow to display all options, select the certificate level that best describes the student assessment. If you want the student to receive an Indiana Certificate of Technical Achievement, select the Indiana Certificate of Technical Achievement option.

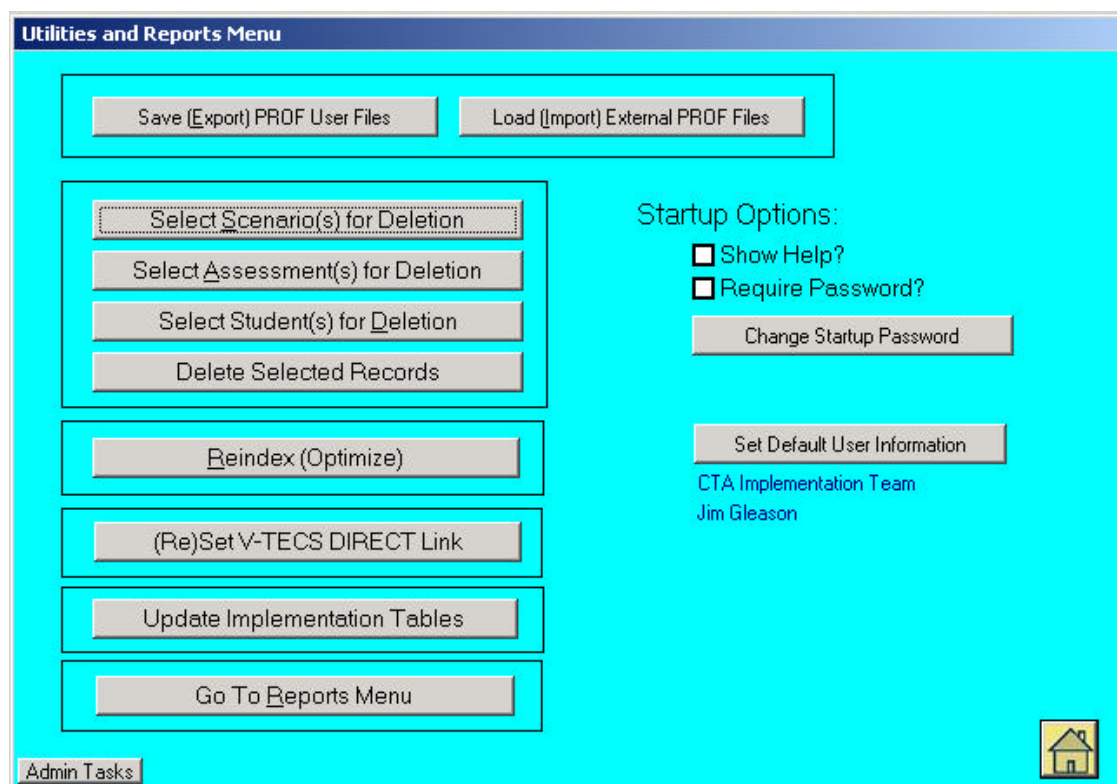
Assessment Location

Select between *Classroom Assessment* and *Workplace Assessment* to describe where the assessment will take place. If the student assessment will occur at the workplace in conjunction with a co-op or internship experience, select *Workplace Assessment*.

<u>Type of Certificate</u>	Select <i>Original Certificate</i> , <i>Certificate Update</i> , or <i>Not Known</i> to describe the type of certificate you want the student to receive. This field is only necessary when issuing an Indiana Certificate of Technical Achievement.
<u>Select Scenario</u>	Select this option to choose the scenario on which the student will be assessed. The list of all your selected scenarios will appear. Click on the title of the scenario on which the student is being assessed. An arrow will appear to the left of the title. Click on the forward arrow.
<u>Print Directions for the Student or Trainee</u>	Select this option to print the directions the student will use to complete the scenario assessment.
<u>Print Directions for the Assessor</u>	Select this option to print the directions the evaluator will use to evaluate the student during the scenario assessment.
<u>Assess Individual</u>	Select this option to generate the evaluation once the student has completed the scenario assessment. It is only necessary to complete this step if the student has successfully completed the assessment.
<u>Performance Comments</u>	Write positive comments about the student performance in this area. The comments should be helpful to those who will consider the student for employment and postsecondary admissions. These comments will print on the Assessment Summary . If no comments are written, a blank space will appear on the front page of the Assessment Summary .
<u>Print Nomination for Certification</u>	Select this option to nominate a student who successfully completed the assessment for an Indiana Certificate of Technical Achievement. This form should be signed by the teacher, evaluator, and student and submitted to your local facilitator. The Certificate of Technical Achievement will then be sent to your local facilitator and delivered to the implementation site.
<u>Print Assessment Summary</u>	Select this option to print the Assessment Summary that will be included in the student's Certification Notebook. The report should be printed on Sunset Quartz (yellow) paper. The teacher, evaluator, and student then sign the Assessment Summary . Teachers should maintain a plain paper copy for their records. The original Sunset Quartz Assessment Summary should become part of the student's Certification Notebook.
<u>Cancel Assessment</u>	Select this option to exit the screen and return to the <i>Main Menu</i> . Selecting Cancel at any point in PROF 2000 will cause you to lose data that has not been saved.

Utilities and Reports

To access the *Utilities and Reports Menu* click on *Utilities and Reports* from the main menu. The *Utilities and Reports Menu* allows you to maintain your system, load/import and save/export files, and print system reports.



Save (Export) PROF User Files

Select this option to save files to a diskette. This option can be used to create a backup diskette of all your files in PROF 2000, including students, scenarios, assessments, and implementation tables. PROF 2000 will automatically ask you for a utility/backup diskette when you exit the program. This is to save all of your files each time you work in PROF 2000. This option is also used to save files to a diskette so they may be shared with others via diskette or e-mail. To mail files, save them to a diskette. Include all the files on the diskette as attachments to your email message.

Load (Import) External PROF Files

Select this option to load files into your PROF 2000 system. This option is used when you want to load/import files from a diskette or other location into your system. Files received via e-mail should first be saved to a diskette and then load/imported into your system using this option.

Select Scenario(s) for Deletion

Select this option to choose scenarios for deletion. Once a scenario is no longer used, it may be deleted from your system. Records are not completely deleted until you select this option and then the *Delete Selected Records* button.

Select Assessment(s) for Deletion

Select this option to choose student assessments for deletion. Once students have left your program, you may choose to delete the evaluations from your system. When to delete student assessments is your management decision.

Records are not completely deleted until you select this option and then the *Delete Selected Records* button.

Select Student(s)
for Deletion

Select this option to choose students for deletion. Once students have left your program, you may choose to delete the student data from your system. When to delete students is your management decision. Records are not completely deleted until you select this option and then the *Delete Selected Records* button.

Delete Selected
Records

Select this option once you have selected scenarios, evaluations, or students for deletion. See the appropriate buttons above. Selecting this option will delete the items from your system. **This permanently deletes the selected records.**

Re-index
(Optimize)

Select this option to re-index the files in your system. Re-indexing files optimizes the file space and may eliminate system errors. It is recommended you re-index each time you work in PROF 2000. The system will automatically re-index files before loading or exporting files and after saving or importing files. The system also re-indexes files when exiting the program.

(Re)Set V-TECS
DIRECT Link

Select this option to set or reset the link to the V-TECS DIRECT system. This option requires the purchase of the V-TECS DIRECT software program. Check with your administrators to see if your school has a site license in place. More information is available by contacting IESTPI.

Update
Implementation
Tables

Select this option to update the implementation site tables used in PROF 2000. It is important to update the tables after you have received your site confirmation and after you have received confirmation of scenarios you have registered with IESTPI. The implementation tables include a trigger that activates when student **Nomination for Certification** forms are printed. The trigger indicates whether or not the scenario is registered. If the scenario is not registered, it will print a "Not a Registered Scenario" message on the Nomination for Certification form. Forms with the "Not a Registered Scenario" message will not be processed by IESTPI for Indiana Certificates of Technical Achievement. It is also important to update the tables often if you are sharing files with others. If your table does not include the name of the person with whom you are sharing scenarios, your system may not recognize the file. It is recommended that these tables be updated at least monthly.

Go To Reports
Menu

Selecting this option will take you to the reports menu. Available reports include students, student assessments, scenarios, SCANS, occupational areas, and more.

IMPORTANT: *The Specific Proficiency Statement (SPS) report is very large and should rarely be printed. It is the equivalent of the Proficiency Guide for an occupational area.*

Admin Tasks

This option is password protected and is used for administrative purposes.

Startup Options

Click on the options wanted. Options are to show the start-up screen each time PROF 2000 is started and require a password to access PROF 2000. If your computer is accessible to others, it is suggested that you password protect PROF 2000. **Remember and note your password. PROF cannot be used to recall a password.**

Change Startup
Password

Select this option to change your password for PROF 2000.

Set Default User
Information

Select this option to change the default teacher name and location. This option should be used if multiple teachers are using a single computer. PROF 2000 automatically defaults to the registered user.

IMPORTANT: *PROF 2000 saves scenarios, students, and student assessments using three batch files. For example, if you saved one scenario onto a diskette, you would have the following three files on the diskette: Prof.cdx, Prof.dbf, Prof.fpt. If you saved ten scenarios to diskette, you would still have the same three files on the diskette. PROF 2000 will overwrite all scenarios previously on the diskette. Be sure when you save/export to save all the scenarios you want on the diskette together so they are batched in the three files.*

The same concept applies to saving students and student assessments. For students, the three batch file names are: Student.cdx, Student.dbf, and Student.fpt. For student assessments, the three batch file names are: Studeval.cdx, Studeval.dbf, and Studeval.fpt.

The *Save (Export) PROF User Files* screen allows you to save save/export files to another destination.

Save (Export) PROF User Files

Enter Destination Drive/Directory [A:]

A:

Browse Drives and Folders

Begin Export / Save of:

Exported File Name

Student Assessments STUDEVAL

Scenarios PROF

Students STUDENT

Implementation Tables

Enter Destination
Drive/Directory

Select this option to begin the save/export function. Enter the location where you want to save/ export to. PROF 2000 defaults to drive A:\ as this is the most popular location.

Browse Drives
and Folders

Select this option to see additional location options.

Student Assessments

Select this option to save/export student assessments you have completed. You will be prompted to save all or specific student evaluations. Follow the prompts to complete the save/export.

Scenarios

Select this option to save/export scenarios in your system. You will be prompted to save all or specific scenarios. Follow the prompts to complete the save/export.

Students

Select this option to save/export students you have entered in your system. You will be prompted to save all or specific students. Follow the prompts to complete the save/export.

NOTE: If you do not save all the student evaluations, scenarios, or students, a screen will pop up and you will choose which items you want to save/export. Place the cursor on the text of the item you want to save/export and double click. A plus (+) sign will appear next to the item. Do this for each one you want to save/export.

Implementation
Tables

Select this option to save/export the implementation tables in your system in order to load/import them on another computer. This option will not update your implementation tables but only exports the existing tables.

Return to Previous
Menu

Select this option to return to the previous menu or *Utilities and Reports Menu*.

The *Load (Import) PROF External Files* screen allows you to load/import files from another destination.

Load (Import) External PROF Files

☐ Keep Location File Name

Location of File(s) [A:, B:, C:\DIR\]
A:

What to Import

☒ All Records
☐ Selected Records

Location of Files

Select this option to begin the load/import function. Enter the location from which you want to load/import files. PROF 2000 defaults to drive A:\ as this is the most popular location.

Browse Drives and Folders

Select this option to see additional drive options.

Keep Location File Name

Do not click on this box as it is not necessary.

What to Import

Click on the drop-down arrow to view the import options. Select the appropriate option. Then select the appropriate boxes to the right indicating whether to import all records or selected ones.

Begin Import

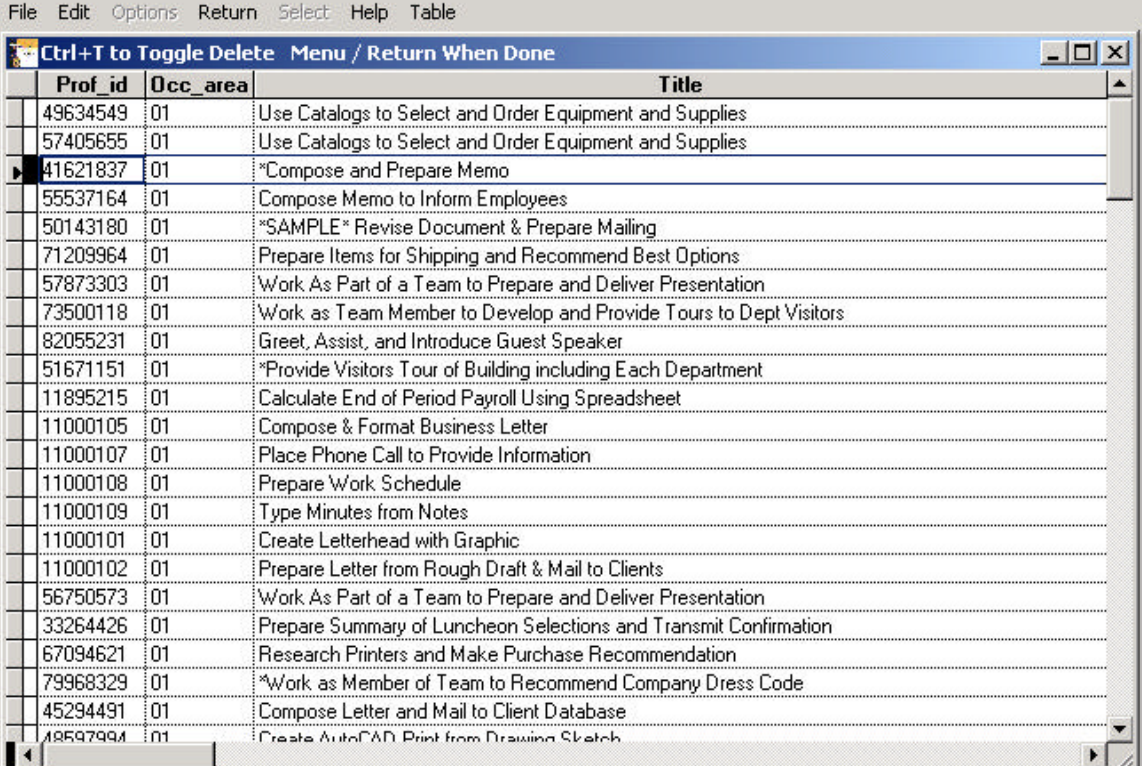
Select this option once the records for load/import have been selected. This option will load/import the selected files to the location indicated.

Return to Previous Menu

Select this option to return to the *Utilities and Reports Menu*.

The *Delete* option operates exactly the same way for all three options, *Select Scenario(s) for Deletion*, *Select Assessment(s) for Deletion*, and *Select Student(s) for Deletion*.

Click on the button for the item(s) you want to delete. A screen will appear displaying all those items. A sample screen below is for scenarios but the screens for the other two options are also similar.



Prof_id	Occ_area	Title
49634549	01	Use Catalogs to Select and Order Equipment and Supplies
57405655	01	Use Catalogs to Select and Order Equipment and Supplies
41621837	01	*Compose and Prepare Memo
55537164	01	Compose Memo to Inform Employees
50143180	01	*SAMPLE* Revise Document & Prepare Mailing
71209964	01	Prepare Items for Shipping and Recommend Best Options
57873303	01	Work As Part of a Team to Prepare and Deliver Presentation
73500118	01	Work as Team Member to Develop and Provide Tours to Dept Visitors
82055231	01	Greet, Assist, and Introduce Guest Speaker
51671151	01	*Provide Visitors Tour of Building including Each Department
11895215	01	Calculate End of Period Payroll Using Spreadsheet
11000105	01	Compose & Format Business Letter
11000107	01	Place Phone Call to Provide Information
11000108	01	Prepare Work Schedule
11000109	01	Type Minutes from Notes
11000101	01	Create Letterhead with Graphic
11000102	01	Prepare Letter from Rough Draft & Mail to Clients
56750573	01	Work As Part of a Team to Prepare and Deliver Presentation
33264426	01	Prepare Summary of Luncheon Selections and Transmit Confirmation
67094621	01	Research Printers and Make Purchase Recommendation
79968329	01	*Work as Member of Team to Recommend Company Dress Code
45294491	01	Compose Letter and Mail to Client Database
18597994	01	Create AutoCAD Print from Drawing Sketch

To delete – Place the cursor on the line of the item you want to delete. Then push the “Ctrl” key and “T” key on the keyboard at the same time. A black box will appear to the far left of the item. Do this for each item you want to delete. To cancel an item from deletion, simply repeat the above process, and the black box will disappear indicating the item will not be deleted.

When you have selected all the items you want to delete, click on “Return” at the far top of the screen. This will return you to the *Utilities and Reports Menu* screen. Click on *Delete Selected Records* button. You will be asked if you want to purge all records selected. Click “Yes” if you want to permanently delete the records and “No” if you do not.

Reports Menu:

Reports Menu

Select Report

Scenario Validation and Registration Cover Sheet

Select Restriction

Occupational Area

ADVANCED MANUFACTURING OCCUPATIONS

Need a Scenario

Select Action

Screen Printer

From the *Reports Menu* screen, you can select the following reports from the drop-down arrow under “Select Report.”

Scenario Validation and Registration Cover Sheet

This is the form you will use to get industry validation (three industry validation signatures required) for all scenarios you want to use. This form is also used to obtain your facilitator’s signature for all modified or newly developed scenarios. When registering bank scenarios the facilitator’s signature is not required; however after receiving all required signatures, including yours, this form is sent to your local facilitator to get the scenario registered so you can use it to assess students/trainees.

Detailed Scenario Summary

This will print or display the complete scenario selected.

Directions for Student or Trainee

As this report is not currently working correctly, print this out from the *Assessment Information* screen.

Directions for Evaluator

As this report is not currently working correctly, print this out from the *Assessment Information* screen.

Nomination for Certification

This is the form sent to your local facilitator after an assessment has been successfully completed. This generates the Certificate of Technical Achievement. This can also be printed from the *Assessment Information* screen.

<u>Assessment Summary</u>	This is the report printed on Sunrise Quartz (yellow) paper that goes in the Certification Notebook. This can also be printed from the <i>Assessment Information</i> screen. Paper is available from your local facilitator.
<u>A Student Summary</u>	This will print or display a summary of all assessments completed by students or trainees.
<u>Summary of Current Scenarios</u>	Summary of scenarios with title, company name, job title, PROF ID, occupational area number, and SCANS/SPS numbers.
<u>Summary of Assessments</u>	Lists all students who have successfully completed as assessment.
<u>SCANS</u>	Prints or displays SCANS.
<u>SPS</u>	Prints out or displays all SPS's. CAUTION: This is an extremely long report.
<u>Site and Evaluator Listing</u>	Shows all registered sites.
<u>Occupational Areas</u>	Lists all the occupational areas used in PROF.
<u>PROF 2000 Registration</u>	Brings up the screen to register as a PROF user.
<u>System Field Names</u>	For PROF program maintenance.

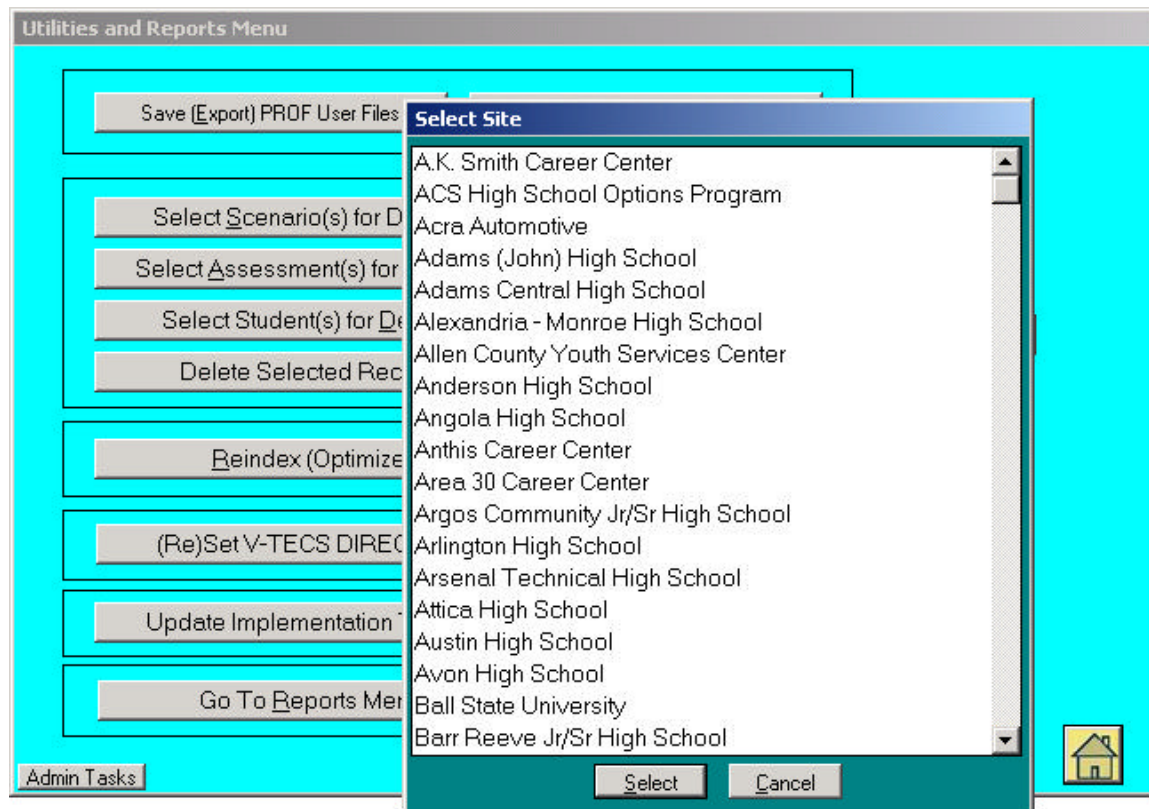
When using the *Reports Menu*, based upon the report you select, the program will indicate whether you will need to select a restriction, i.e. a scenario, a student, etc. This will be indicated under the “Select Restriction” button. If this is indicated, click on “Select Restriction.” The appropriate screen will appear. Click on the restriction needed, then click on the forward arrow. You can then choose to display the report on the screen or print it out.

NOTE: In the *Reports Menu*, most of the reports do not require you to select an occupational area; therefore, “ADVANCED MANUFACTURING OCCUPATIONS” is normally displayed under the “Occupational Area” drop-down box. If you need to select an occupational area for a particular report this will be indicated. You can then select the appropriate occupational area from the drop-down list.

To exit the *Reports Menu* screen, click on the arrow at the bottom of the screen.

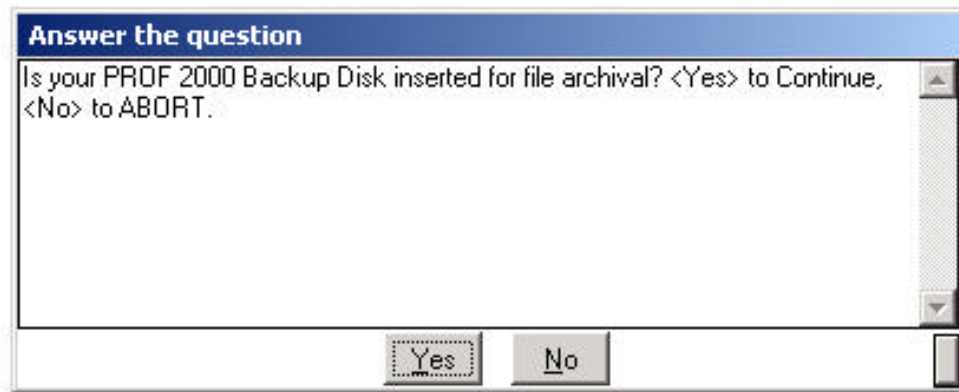
If there is more than one person using this computer to run PROF to do assessments then the site will need to be changed. The default site is the one you selected when you registered PROF. However you can change or set the default site from the *Utilities and Reports Menu*.

To change the site information, click on “Set Default User Information.” A screen listing all locations will appear. Find your location and click on it. Next, click “Select”. A screen listing all certified individuals for that location will appear. Click on the person’s name you want as the default site. Next, click on “Select.” The default site is now changed and will be displayed.



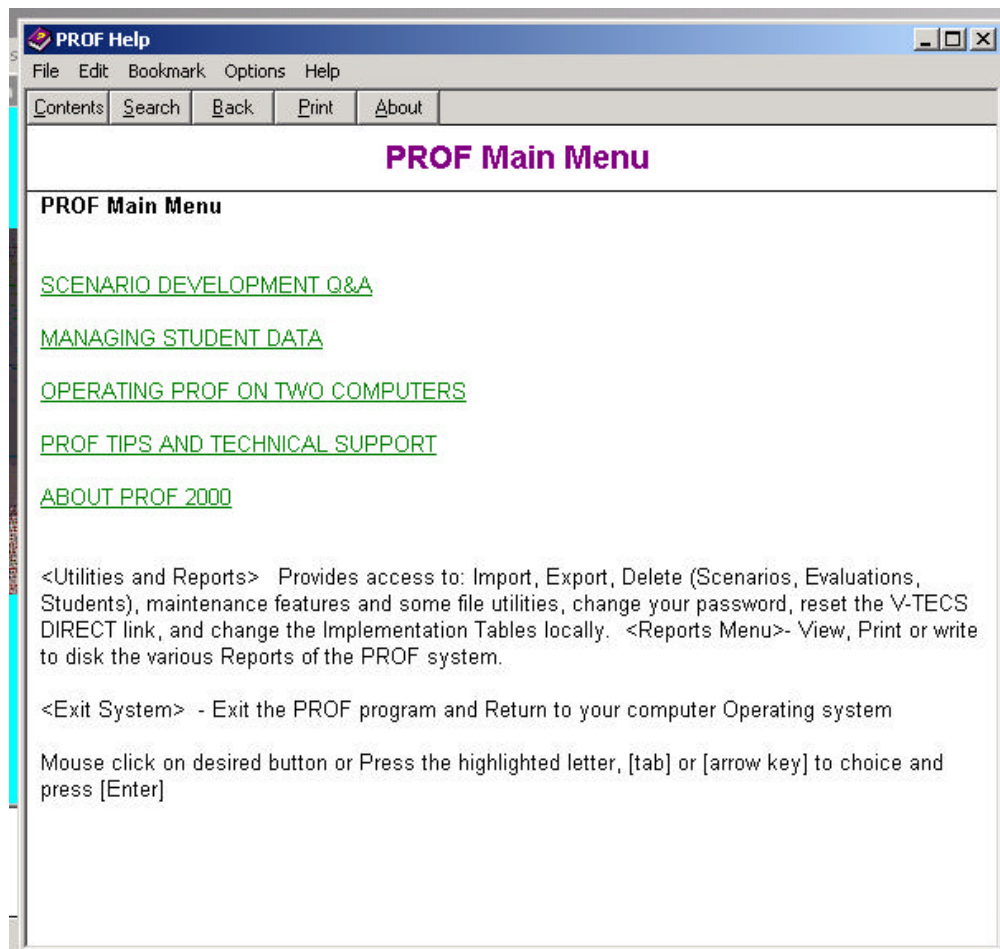
Exiting PROF

Exit PROF. To exit PROF, go to the main menu and click on “Exit PROF”. The screen below will appear.



Each time you exit PROF, it is recommended that you back up your files. To do this, insert your PROF back up disk in drive “A”. Click “Yes” at the above screen, and PROF will automatically back up your files. If you do not want to perform the back up click “No” and you will exit and return to your desktop screen.

Help screen



The *Help* screen can be accessed by clicking on “Help” at the top of any screen.

ADDITIONAL TIPS FOR PROF 2000

- ❖ When downloading PROF 2000, you must direct the downloaded files to a specific location. If it is different from the location of previous version of PROF, you can maintain multiple versions on your computer.
- ❖ Student data may be load/imported from InTERS.
- ❖ Proficiency Guides and PROF 2000 may have slightly different specific proficiency statements (SPS). The statements in PROF 2000 are more recent and should be used in scenario development and student assessment.
- ❖ Scenarios developed in previous versions of PROF will import into PROF 2000. Because some sections in PROF 2000 are new, users will need to enter some data for each scenario that is imported. Review all scenarios after import into PROF 2000.
- ❖ Maintain only one open copy of PROF 2000 on your desktop. However, PROF 2000 and an earlier version of PROF can be maintained on the same computer.
- ❖ PROF 2000 saves scenarios in three files. When exporting or importing one or more scenarios, be sure to export or import all three files.
- ❖ Saving scenarios to a diskette will overwrite all previous scenarios on the diskette. Be sure to save/export all the scenarios you want on the diskette together.
- ❖ If your implementation tables are more than 45 days old, you will receive a message at start up suggesting you update the tables. Update the tables through the *Utilities and Reports* screen.
- ❖ PROF 2000 requires Win95 or higher. Networking PROF 2000 will not work.
- ❖ Netscape Navigator is the recommended browser for PROF 2000.
- ❖ Technical questions should be directed to your local facilitator. File corruption problems may be repairable if a backup copy of user data is maintained at the end of each PROF session.

Using “Old Scenarios” in PROF 2000

IMPORTANT: *All scenarios created in a version of PROF other than PROF 2000 will need to be load/imported into PROF 2000 and re-submitted to IESTPI. PROF 2000 assigns new PROF ID numbers to scenarios and a trigger that allows for student assessment leading to Certificates of Technical Achievement for students.*

- PROF 2000 contains different fields than previous versions of PROF. You will need to check all scenarios after they have been imported into PROF 2000. PROF 2000 does not import academic or employability skills.
- The first time you want to edit a scenario you created in a previous version of PROF and imported into PROF 2000, select the Develop New Scenario Based on Existing to assign a new PROF 2000 ID number to the scenario. Remember to re-register the scenario with IESTPI (see below).

- After you re-submit the Scenario Validation and Registration Cover Sheets to IESTPI you will need to update your implementation tables in PROF 2000. This will download the triggers necessary to allow you to assess students using the scenario submitted.
- Some find it easier to re-enter all scenarios.